

## ARKANSAS INSURANCE DEPARTMENT

### LICENSE DIVISION

1200 WEST THIRD STREET  
LITTLE ROCK, ARKANSAS, 72201

Phone: (501) 371-2750

#### INSTRUCTIONS & PROCEDURES FOR FORM I-55 INSURANCE APPLICATIONS

1. All applications must show the full and complete name (first, middle, & last) and social security number of the applicant. Indicate "NMN" for no middle name or "IO" for initial only.
2. Applicant must complete the correct application and include a fee according to the following chart. Cashier's check, company check, or money order should be made payable to "Assessment Systems, Inc."

Application Type	Total Fee	Proper Application
Agent Application - 1 Exam	\$82	I-55 ABC
Agent Application - 2 Exams	\$94	I-55 ABC
Broker Application - 1 Exam	\$112	I-55 ABC
Broker Application - 2 Exams	\$124	I-55 ABC
Broker Application – Surplus Lines	\$1,105	I-55 SL
Consultant Application - 1 Exam	\$122	I-55 ABC
Consultant Application - 2 Exams	\$134	I-55 ABC
Adjuster Application - 1 Exam	\$122	I-55 ADJ
Adjuster Application - 2 Exams	\$134	I-55 ADJ
Adjuster Application - 3 Exams	\$146	I-55 ADJ

This fee includes all initial Arkansas licensing fees and the initial examination fee. These fees are fully earned when the application is processed. These fees are not refundable.

3. Applications must be notarized and Sponsor's Certification must be completed by a company official on record with the Insurance Department as being authorized to appoint/terminate agents for that particular company. The official signing the application must print or type their name under their signature. Application must be notarized within the last 30 days.
4. The examination permit is good for only 90 days. If the applicant has not taken the examination in that period of time, a new application and new fees will be required.
5. Once the applicant has received an examination permit, the applicant must contact ASI at 1-888-204-6259 to schedule a test date. The test date cannot be scheduled until the applicant has the permit in hand.
6. If the applicant has held a license in another state, a letter of clearance must be submitted with the application.
7. The applicant must be at least 18 years of age or if not of legal age, minority rights must be removed by a court order and a copy of the court order must be forwarded along with the application and fees.
8. Applicants taking the Life, Disability, and/or Multi-line examinations must present a certification of completion of pre-licensing education at the examination site or the applicant will not be allowed to take the examination and must pay a new examination fee.
9. Applicants must present two forms of positive identification at the test center on the date of examination - one with a signature and a photograph (preferably a driver's license), and one additional signature identification card. Candidates appearing for examination without proper identification will not be admitted to the examination and will forfeit prepaid examination fees.
10. If the applicant fails the examination, the applicant must call ASI at 1-888-204-6259 to make a new exam reservation. A reexamination fee of \$80 for one examination or \$92 for two examinations in the same exam session must be submitted at the test center on the date of examination. Fees must be made payable to "Assessment Systems, Inc." and must be in the form of a cashier's check, company check, or money order. NO cash, personal checks, or credit cards will be accepted. Reexamination must occur within 90 days of the date the original examination permit was issued.

11. Any applicant failing the examination twice will be required to wait 60 days to retake the examination for the third time.
12. The examination will be scored at the test center on the date of examination.
13. Licenses will be issued to candidates successfully completing the examination at the test center; however, in order to begin transacting insurance business, a completed appointment form must be submitted to the Department of Insurance.
14. All new applicants for agent licenses for life and/or disability, for property, casualty, surety, and marine insurance, Broker license, or for an Insurance Consultant's license must satisfy thirty-six (36) hours of pre-licensing education. Each applicant must finish the required approved classroom instruction from one of the Insurance Department's approved providers. All new applicants for license as a Risk Retention Group Agent of a Purchasing Group Broker must satisfy this thirty-six-- (36) hour requirement. All applicants must complete the required education and present the certifications of completion at the time of the exam or the applicant will not be allowed to sit for the exam.
15. **BROKER APPLICANTS ONLY** must include an original bond in the amount of \$25,000. The form itself may be a photocopy but it must include original signatures.  
**SURPLUS LINES BROKER APPLICANTS ONLY** must include an original bond in the amount of \$50,000. The form itself may be a photocopy but it must include original signatures.
16. Applications should be mailed to:

**ASI Processing Center  
University Towers  
1123 South University Avenue  
Suite 915  
Little Rock, AR 72204**